

Poppets Pre-School

Staff Behaviour Policy

At Poppets we take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner to act as a role model for, and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

Expected staff behaviour

Within our pre-school we expect our staff to -

- Put the children first. Their safety, welfare and ongoing development is the most important part of their role.
- Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all.
- Work as part of the wider team, cohesively and openly.
- Be aware of their requirements under the EYFS statutory framework and the pre-schools policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development.
- React appropriately to any safeguarding concerns quickly and concisely in accordance to the pre-schools/Local Authority procedures and training.
- Not share any confidential information relating to the children, nursery or families using the pre-school.
- Maintain the public image of the pre-school and do nothing that will pull the setting in to disrepute.
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at Poppets, discussions with management will be held to ensure the relationship remains professional. Any staff linked to parents through social media will maintain a professional relationship at all times and not discuss the setting or children on this. Disciplinary proceedings will take place if this is not adhered to.
- Report to management immediately any changes in personal life that may impact on the ability to continue the role. These may

include (but not limited to) changes in police record, medication, people living in the same premises, any social services involvement with their own children.

Monitoring staff behaviour

Within the pre-school we:

- Have regular supervisions with all staff in which ongoing suitability will be monitored and recorded.
- Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.
- Operate staff suitability forms to ensure any changes to their suitability to work with children are reported immediately to management.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding policy.

Some behaviours that may cause concern and will be investigated further:

- Change in moods
- Sudden change in religious beliefs/cultural beliefs (may be a sign of radicalisation)
- Changes in the way of acting towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc)
- Sudden outbursts
- Becoming withdrawn
- Secretive behaviours
- Missing shifts, calling in sick more often, coming in late
- Standards in work slipping
- Extreme changes in appearance

Procedures to be followed

If we have a concern about changes in staff behaviour within the pre-school, an immediate meeting will be called between the member of staff and the owner to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Ultimately we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure on the safeguarding policy will be followed. As in the

case of allegations against a team member and the Local Authority Designated Officer (LADO) will be called. All conversations, observations and notes on the staff member will be logged and kept confidential.

This policy was adopted on: (Date)

Signed on behalf of the Pre-School:(owner)

Date for review: August 2026